

**Gathering Waters Charter School
Job Description**

Title: Early Childhood Assistant & Aftercare Teacher

Reports to: Lead Administrator

Position Purpose and Scope

Early Childhood Assistant: The Early Childhood Assistant Teacher supports the Lead Kindergarten teacher, working to understand what is needed in the classroom as the two teachers spend time working together. They care for the environment of the classroom, and support individual children when needed. In addition the Assistant is responsible for supporting classroom preparation and cleaning.

Specific Responsibilities:

- Prepare the room for rest including cleaning from the morning and setting up resting houses
- Assist the Lead Teacher in settling the children for rest
- Hold rest time with the children when Lead Teacher steps away
- Help children put away rest things, use the bathroom, and eat snack
- Engage children in quiet activities
- Transition the children to outside play and dismissal
- Participate in weekly or every other week meeting with lead teacher during working hours
- Performs other duties as assigned

An Ideal Early Childhood Candidate demonstrates the following:

- A teacher should strive to be worthy of imitation in all ways
- A teacher is conscious of everything going on in the classroom.
- A teacher understands the dreamy consciousness of the young child, that the child feels intuitively connected to their environment
- A teacher understands that a child experiences everything through their senses and we need to protect and nurture their awakening senses.
- A teacher is warm, caring, hard working, takes direction well, is open to feedback, curious about the world and open to learning about Waldorf education
- A teacher is empathetic and patient with children
- A teacher has the ability to be in the present moment

Aftercare Lead Teacher: The Aftercare Lead Teacher is an essential role for children at the end of a long school day, creating a daily and weekly rhythm that gives them the opportunity to partake in rest and age appropriate activities. The goal of the Aftercare program is to create a home-like experience for those children that need to stay at school after the regular school day has finished.

Specific Responsibilities:

- Lead activities for the children such as drawing, crafting, and outdoor play
- Prepare and serve afternoon snack
- Facilitate pick-up procedures for students
- Clean-up of the classroom after students have been picked up
- Clean-up of play yard after use, together with the children

Hours:

12:00 p.m. - 5:30 p.m. (Early Childhood Assistant 12:00-3:00pm/Aftercare Teacher 3:00-5:30pm)
Monday through Friday (27.5 hours a week)

Qualifications:

- Bachelor's degree from an accredited 4-year college or university
- Previous teaching experience in a Waldorf school
- CPR/First aid training certificate or willingness to complete